



**STATE OF MISSOURI**

DIVISION OF PROFESSIONAL REGISTRATION

**INSTRUCTIONS FOR COMPLETION OF AN APPLICATION FOR  
REACTIVATION AS AN ARCHITECT**

Complete this reactivation application only if your license is currently in an “Inactive” status.

If you are in doubt regarding the status of your license please telephone the Board office, (573) 751-0047.

In addition to the required Reporting Form, attach copies of documents supporting completion of 24 continuing education units (CEUs) within the preceding two years. At least 16 CEUs shall be related to health, safety, and welfare (HSW) acquired in structured educational activities. Please refer to Continuing Education for Architects on the Board’s website for information regarding continuing education units.

The application must be typewritten and all requested information must be provided.

Attach a check or money order in the amount of \$100 made payable to the Missouri Board for Architects. The \$100 reactivation fee is non-refundable. Pending application files will be retained for one year.



STATE OF MISSOURI  
DIVISION OF PROFESSIONAL REGISTRATION  
**APPLICATION FOR REACTIVATION OF AN ARCHITECT LICENSE**

**ALL INFORMATION ON THIS SHEET MUST BE TYPEWRITTEN ( FAXED, SCANNED OR PHOTOCOPIES ARE NOT ACCEPTABLE)**

NAME	LICENSE NUMBER
COMPANY NAME OR STREET ADDRESS	TELEPHONE NUMBER (     )
STREET ADDRESS	E-MAIL ADDRESS - REQUIRED
CITY, STATE, ZIP CODE	SOCIAL SECURITY NUMBER - REQUIRED

TO: MISSOURI BOARD FOR ARCHITECTS, PROFESSIONAL ENGINEERS,  
PROFESSIONAL LAND SURVEYORS AND PROFESSIONAL LANDSCAPE ARCHITECTS  
3605 MISSOURI BLVD., SUITE 380  
JEFFERSON CITY, MISSOURI 65109

I hereby respectfully apply for reactivation of my license as an architect and for the purpose of securing such reactivation, state on my professional honor that I have not, since the last renewal of my license as an architect, knowingly or willingly been guilty of a violation of any law of Missouri or any other state. I hereby certify that I have completed the CEU requirements as described in Statute 327.172 RSMo. (Documentation verifying completion of required CEUs must be submitted with this reactivation application.)

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

**RECORD OF CHARGES, CONVICTIONS AND FINES IMPOSED ON LICENSEE**

	YES	NO
Have you been finally adjudicated and found guilty, or entered a plea of guilty or nolo contendere, in a criminal prosecution under the laws of this or any other state or of the United States whether or not sentence was imposed including suspended imposition of sentence, suspended execution of sentence and misdemeanor charges that you have not previously disclosed to this Board? <b>If "YES", please attach a copy of the charges, findings and order to this application.</b>	<input type="checkbox"/>	<input type="checkbox"/>
In any other licensing jurisdiction, have you been the subject of disciplinary action, or entered into any type of settlement agreement, providing for any limitation on your ability to practice, or monetary penalty or payment of costs that you have not previously disclosed to this Board? <b>If "YES", please attach a copy of the charges, findings and order to this application.</b>	<input type="checkbox"/>	<input type="checkbox"/>

Pursuant to Section 324.010 RSMo:

☐ **CHECK THIS BOX ONLY IF IN ALL OF THE LAST 3 YEARS: YOU WERE NOT A MISSOURI RESIDENT, YOU DID NOT HAVE ANY MISSOURI INCOME, AND YOU ARE NOT SUBJECT TO ANY TYPE OF MISSOURI INCOME TAX.**

*False statements are subject to criminal penalties and/or license discipline.*

*If you have any questions regarding taxes, contact the Department of Revenue at 573-751-7200.*

SIGNATURE

Attach the \$100 reactivation fee in the form of a check or money order made payable to the Missouri Board for Architects.

**FOR BOARD USE ONLY**

CHECK DATE	CHECK NUMBER	AMOUNT
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STATE OF MISSOURI  
DIVISION OF PROFESSIONAL REGISTRATION  
**CONTINUING EDUCATION UNIT REPORTING FORM**  
**ARCHITECT REACTIVATION**

FOR THE PERIOD JANUARY 1, \_\_\_\_\_ THROUGH DECEMBER 31, \_\_\_\_\_

MISSOURI BOARD FOR ARCHITECTS,  
PROFESSIONAL ENGINEERS,  
PROFESSIONAL LAND SURVEYORS AND  
PROFESSIONAL LANDSCAPE ARCHITECTS

Missouri law requires that each Architect licensed in the State of Missouri must meet continuing education requirements as a condition for reactivation. Each licensee must complete **PARTS I, II and III** of the form, furnishing the details of CEUs earned; then must certify by affixing his/her seal, signature and date in **PART IV**. This form is being provided for your use to document your CEUs and can be duplicated if necessary. **A copy of this completed form and copies of all other documentation supporting your continuing education units must be submitted to the Missouri Board for Architects, Professional Engineers, Professional Land Surveyors and Professional Landscape Architects. If you have a completed AIA/CES Reporting Form prescribed by the AIA, it may be submitted in lieu of this form so long as a copy is retained for audit purposes.**

**ALL INFORMATION ON THIS SHEET MUST BE TYPEWRITTEN (FAXED, SCANNED OR PHOTOCOPIES ARE NOT ACCEPTABLE)**

**PART I - DETAILED LIST OF STRUCTURED HEALTH, SAFETY & WELFARE ACTIVITIES - 16 HOURS MINIMUM**

DATE(S) OF ACTIVITY	SPONSORING ORGANIZATION AND LOCATION OF ACTIVITY	ACTIVITY (TITLE, DESCRIPTION, INSTRUCTOR)	CEUs CLAIMED
TOTAL "HSW" CEUs (THIS REPORT)			

**PART II - DETAILED LIST OF STRUCTURED ELECTIVE ACTIVITIES**

DATE(S) OF ACTIVITY	SPONSORING ORGANIZATION AND LOCATION OF ACTIVITY	ACTIVITY (TITLE, DESCRIPTION, INSTRUCTOR)	CEUs CLAIMED
TOTAL ELECTIVE CEUs (THIS REPORT)			

**ALL INFORMATION IN THIS SUMMARY MUST BE TYPEWRITTEN (FAXED, SACNNED OR PHOTOCOPIES ARE NOT ACCEPTABLE)**

**PART III - SUMMARY OF CEUs**

**CEUs CLAIMED**

(a.) Total of HSW and Elective CEUs earned during this reporting period . . . . .

(b.) Total CEUs carried forward from prior reporting period . . . . .

(c.) Total of (a.) and (b.) above . . . . .

(d.) Total to be carried forward to next year . . . . .

[Total from (c.) minus 24 providing no more than a carry over of 12 may be claimed.]

**PART IV - CERTIFICATION**

I hereby certify the detailed list and summary of credits given above is correct and that I have earned the credits stated.

**Affix your seal, signature and date here:**

Special circumstances for: a.) new licensees; and, b.) licensees serving honorably on full-time active duty in the military:

- a.) An Architect who holds licensure in Missouri for less than twelve (12) months from the date of his/her initial licensure, shall not be required to report continuing education hours at the first license renewal. An architect who holds licensure in Missouri for more than twelve (12) months, but less than twenty-four (24) months from the date of initial licensure, shall be required to report twelve (12) CEUs, which includes eight (8) CEUs in HSW, earned in the preceding twelve (12) months at the first license renewal.
- b.) If you have served honorably on active duty in the military (exceeding ninety consecutive days), you may apply for relicensure without completing the CEU requirement for the time period during which you served; however, you must submit a copy of your active duty orders and discharge papers.